



ANNOUNCEMENT FOR PROMOTIONAL TESTING ACCOUNTANT I (SPECIALIST)

This is an updated revision of the bulletin
previously advertised.

Final Filing Date: ~~April 7, 2006~~ **May 16, 2006**

Bulletin Release Date: March 13, 2006

Written Test Date: ~~April 20, 2006~~ **May 31, 2006**

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California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: This is a promotional examination for the Department of Health Services. Competition is limited to employees who meet the minimum qualifications and have a permanent civil service appointment with the Department of Health Services. Under certain circumstances, other employees may be allowed to compete. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations.

HOW TO APPLY: To learn more about the examination and testing arrangements, contact the testing office shown below. Applications are available through the Internet at http://www.spb.ca.gov/employment/employment_app2.htm and at the department noted on this announcement. Applications may be filed in person or by mail with:

DEPARTMENT OF HEALTH SERVICES (916) 552-8345
SELECTION UNIT
In Person: 1501 Capitol Avenue, Suite 1501
By Mail: MS 1300-1302
P.O. BOX 997411
Sacramento, CA 95899-7411

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by ~~April 7, 2006~~ **May 16, 2006**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing deadline will not be accepted.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

WRITTEN TEST DATE: ~~April 20, 2006~~ **May 31, 2006**. Written tests will be scheduled in such locations throughout the State as the number of candidates and conditions warrant. It is the candidate's responsibility to contact the Department of Health Services three days prior to the written test date if he/she has not received his/her notice.

SALARY RANGES: \$2682 - \$3259 per month.

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION DESCRIPTION: Under direct supervision, to perform the less difficult semi-professional accounting work in the establishment and maintenance accounts and records for specialized agency activities, compiles the less difficult financial reports, departmental systems, and for central fiscal control activities; maintenance of a segment of an accounting function for a State department (e.g., accounts receivable, accounts payable, cash disbursements); and to do other related work.

Positions exist with the Department of Health Services in Sacramento.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by ~~April 20, 2006~~ **May 31, 2006**, the written test date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (**month/day/year**), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS:

Experience: One year of bookkeeping or accounting experience performing duties comparable in level to those of an Accounting Technician in the California state service.

And

Education: Completion of at least 12 semester hours of a professional accounting curriculum.

*(Professional accounting curriculum means those **core** accounting courses that are the required courses needed to obtain a certificate, Associate of Arts, or Bachelors Degree in Accounting. Unacceptable courses would include mathematics courses, statistics courses, data processing courses, bookkeeping courses, and marketing courses.)*

Note: Applications/resumes must contain the following information on all accounting, auditing, business law, and related courses completed: title, semester or quarter credits, name of institution, and completion dates.

APPLICATIONS/RESUMES RECEIVED WITHOUT THIS INFORMATION WILL BE REJECTED.

SPECIAL PERSONAL CHARACTERISTICS: Ability to qualify for a fidelity bond.

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

EXAMINATION INFORMATION: The examination will consist of a written test weighted 100%. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be scheduled to take a written test. Competitors who do not appear for the written test will be disqualified and eliminated from the examination process.

The Department of Health Services reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

WRITTEN TEST SCOPE:

- Principles and practices of financial record keeping and accounting.
- Accounting problem solving and data analysis.
- Reading comprehension.
- Apply rules and regulations to specific cases;
- Operate common office appliances used in financial record-keeping work.
- Analyze and draw logical conclusions.
- Dictate correspondence.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental promotional list will be established for use by the department(s) listed on this announcement. The list will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

VETERANS PREFERENCE: Veterans preference credits are not granted in promotional examinations.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929

MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378

Sprint from voice telephone: 1-888-877-5379